

**United States Environmental Protection Agency  
New England Region  
Office of Ecosystem Protection**

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**PESTICIDE PROGRAM AGRICULTURAL  
INITIATIVE  
GRANT APPLICATION GUIDANCE  
FY 2001**



# Grant Application Guidance

**FY 2001**

## Introduction

In order to maximize use of limited funding resources and reduce the amount of time required for applicants to prepare proposals, the United States Environmental Protection Agency New England office is inviting organizations to submit proposals for a Pesticide Program, Agricultural Initiative Grant. You are invited to submit a One-Page Project Summary to EPA New England for funding consideration. Based on the quality of these project summaries, a limited number of finalists will be invited to submit full project proposals for review. The Pesticide Program, Agricultural Initiative anticipates awarding approximately \$127,000 under Section 20 of the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) in grant funding to qualified projects to conduct research, education, training, and demonstrations to aid in the implementation of the Food Quality Protection Act (FQPA).

The Pesticide Program, Agricultural Initiative Grants are one of EPA New England's key actions to address the implementation of the Food Quality Protection Act (FQPA), the primary goal of which is to reduce the risks associated with the use of agricultural pesticides. This guidance outlines the purpose, goals, and general procedures for application and award under the Pesticide Program, Agricultural Initiative. One-Page Project Summaries must be **postmarked no later than June 15, 2001**. If your Summary is selected, you will be contacted to submit a full proposal. The application package must be mailed to EPA New England and **postmarked no later than July 15, 2001**. See Section V, "How to Prepare and Submit a Grant Application." Grants may be requested for amounts from \$15,000 up to a total of \$60,000 for one to two year periods starting October 1, 2001 until September 30, 2003. This program is intended to provide support for projects that demonstrate and facilitate the adoption of farm and agricultural management options that provide growers with tools to transition away from the highest risk pesticides as the FQPA is implemented. The program encourages, but does not require, non-federal matching of funds whenever possible. Eligible applicants include States, universities, research institutions, regional agencies, Indian Tribes, and non-profit organizations who will operate out of and conduct their projects in one or more of the New England states: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont.

This guidance includes the following information:

- I. Background
- II. What Projects Can Be Funded?
- III. Who Can Apply For Funding?
- IV. Grant Application Amounts & Project Partners
- V. How to Prepare & Submit a Grant Application
- VI. The Proposal Narrative
- VII. Criteria Used to Evaluate an Application
- VIII. Project Period & Reporting Requirement
- IX. Expected Time-Frame for Reviewing and Awarding Grants

- Attachment A: Application for Federal Assistance (Standard Form 424)
- Attachment B: One Page Project Summary
- Attachment C: Agricultural Project Schedule Form
- Attachment D: Sample Budget Detail
- Attachment E: Check List of Required Application Materials

## **I. Background**

The Food Quality Protection Act of 1996 (FQPA) requires the Environmental Protection Agency (EPA) to consider new factors when making pesticide regulatory decisions. Registrants, applicants or petitioners for pesticide product registrations or re-registrations, or for tolerances or tolerance exemptions, whether pending or future, must consider comprehensively the provisions contained in the FQPA. Specifically, the factors relevant to aggregate exposure assessment, children's exposure, and other issues raised by the statutory standard. The Agency has created the Pesticide Program, Agricultural Initiative Grants to facilitate the implementation of FQPA, and smooth the conversion to less toxic alternatives, particularly in minor crop production.

The goal of the Pesticide Program, Agricultural Initiative is to reduce the risks of agricultural pesticides through support of specific projects important to agricultural production in the New England states. These projects should illustrate to growers tools and methods to assist their transition away from the highest risk pesticides as the FQPA is implemented.

EPA will implement this program consistent with the principles of Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations" (February 11, 1994). Projects funded must ensure that no one is subjected to unjust or disproportionate environmental impacts, and that problems are not shifted from one area to another.

## **II. What Projects Can be Funded?**

The Pesticide Program Agricultural Initiative seeks to fund projects in the states of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont that facilitate meaningful improvements in one or more of the following environmental areas.

**Minor Crops:** Projects that focus on the minor crops of New England, for example ,blueberries, cranberries, potatoes.

**Sound Science:** Projects that promote use of sound scientific techniques, support environmental change and utilizes cumulative and comparative assessment of environmental and public health risks related to FQPA.

**Technology:** Projects that assist in research of less toxic pesticides or their alternatives, use of biocontrols and furthers the implementation of Integrated Pest Management (IPM).

Funds should support activities for research, education, outreach, and training, and preferably offers the agricultural community a combination of these activities. Additionally, project proposals should support projects and activities which improve public health by reducing environmental risks from agricultural pesticide use.

Federal assistance funds may not be used for (1) lobbying or influencing legislation before Congress or state legislatures; (2) partisan or political advocacy purposes, or (3) an activity whose objective could affect or influence the outcome of an EPA regulatory proceeding. Applicants should be aware that proposals submitted under this or any other EPA grant program are subject to the Freedom of Information Act (FOIA). This means that anyone can request and receive copies of all the information submitted in your grant proposal. If your application contains any confidential business information, be sure to highlight it so the confidentiality can be protected in the event of a FOIA request.

### III. Who Can Apply for Funding?

Eligible applicants include non-profit organizations (e.g. grassroots and/or community based organizations), local government, state or regional agencies, institutions and organizations, and Indian Tribes working in the New England states of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont. Private businesses, federal agencies, and individuals are not eligible to be grant recipients; however, they are encouraged to work in partnership with eligible applicants on projects.

**Non-Profit Status:** Applicants are not required to have a formal Internal Revenue Service (IRS) non-profit designation, such as 501(c)(3) or 501(c)(4); however they must present their letter of incorporation or other documentation demonstrating their non-profit or not-for-profit status. This requirement does not apply to public agencies or federally-recognized Indian tribes. Failure to enclose the letter of incorporation or other documentation demonstrating non-profit or not-for-profit status will result in an incomplete submission that will not be reviewed. Applicants who do have an IRS 501(c)(4) designation are not eligible for grants if they engage in lobbying, no matter what the source of funding for the lobbying activities. No recipient may use grant funds for lobbying. For-profit enterprises are not eligible to receive sub-grants from eligible recipients, although they may receive contracts, subject to EPA's regulations on procurement under assistance agreements, 40 Code of Federal Regulations (CFR) 30.40 (for non-governmental recipients) and 40 CFR 31.36 (for governments).

### IV. Grant Application Amounts & Project Partners

Grants may be requested for amounts from \$15,000 up to \$60,000 per proposal. Applicants may submit multiple proposals, but each proposal must be for a separate and distinct project. The program encourages, but does not require, a non-federal match wherever possible. The match can be calculated as shown below. EPA strongly encourages applicants to leverage as much investment as possible and views this leverage as a measure of support and an indication of the possible longevity of the project. The match can come from a variety of public and private sources, and may include in-kind goods and services.

**In-Kind Contributions:** In-kind match is a non-cash contribution to a project such as volunteered services, and donated supplies (e.g. can include use of equipment, office/meeting space, printing). These "in-kind contributions" can be counted toward the demonstration of strong partnerships through providing resource support. Volunteered services may include a bookkeepers maintenance of your group's financial records and preparation of required financial reports or an auditor's review of your group's financial records. You must place a reasonable monetary value on your in-kind contributions and include them in your budget. You must be prepared to document in-kind contributions in your records. EPA can provide funds only for project costs that are allowable under EPA statutory authority. Similarly, the funds that match partners contribute can be counted toward match only if they are for costs that EPA can fund. If a project is funded, applicants and their match partners are subject to audit to ensure that all costs are appropriate. If costs are ineligible, the grantee is liable for the disallowed costs.

### V. How to Prepare & Submit a Grant Application

To qualify, your grant application package must include the following elements:

- (1) A completed Federal application for Assistance (SF 424) (see Attachment A)
- (2) One Page Project Summary (see Attachment B)
- (3) Proposal narrative, with schedule (see Attachment C)
- (4) Budget Detail Sheet with match information, if any (see sample in Attachment D)
- (5) Documentation demonstrating non-profit or non-for-profit status
- (6) Resumes of up to three key project staff

## (7) Letters of Commitment from project partners

The One Page Project Summary should describe your project and which of the Pesticide Program, Agricultural Initiative objectives it meets. Identify your goals, objectives, and how you will meet them. Explain what the environmental and public health results or improvements will be. See the Project Summary outline in Attachment B for more details and the appropriate format.

**Proof of Non-Profit Status:** All applicants, except public agencies, municipalities, and Federally-recognized Indian Tribes must attach documentation demonstrating non-profit status or articles of incorporation. For more information, see Section III titled: **Who is Eligible to Apply for Funding?** Applications without this documentation will not be considered.

**Commitment Letters:** Letters of commitment from all partners collaborating on this project and/or contributing any matching funds (cash or in-kind) to the project must be submitted with your proposal, not sent separately. Letters must be submitted on letterhead (if applicable), signed by the project partner, and include the partner's telephone number and address. The commitment letters can be addressed either to the applicant or to EPA New England. Commitment letters must specify the nature of the match, if any, (cash or in-kind services) and must describe the role the project partner will play in the project. If the partner is providing matching funds, the organization providing the match must be able to certify that the funds will be available during the project period. Please do not send letters of general support from non-match partners or others not directly involved in the project; they will not be used in the evaluation and review process.

The project proposal including the proposal narrative, program evaluation, and a narrative discussion of the budget, is limited to five pages. **Exceeding this five page limit will make the application ineligible.** A one page project summary, detailed schedule, and budget (see attachments for required formats) must also be submitted for each application and is **not** considered part of the five page limitation. The budget narrative should clearly explain the use of funds and include a brief statement of any other resources identified to assist with the project. This should include monetary, in-kind and projected continuation funding. The narrative should follow the format outlined in Section VI.

EPA New England prefers covers, binders, or folders not be used, and that proposals be submitted on 8 ½ by 11 recycled paper, ideally double-sided. Please use no smaller than 10 point font type and set page margins at one-inch all around.

Submit the original and (2) two copies of the One Page Project Summary to: Andrea M. Szylyan, Pesticide Program, Agricultural Initiative Grants, U.S. EPA New England, One Congress Street, Suite 1100 (CPT), Boston, Massachusetts, 02114-2023.

**One Page Project Summary must be postmarked no later than June 15, 2001.**

Based on review of your One Page Project Summary, you may be invited to submit a full proposal. Your completed EPA New England Financial Assistance Application must be mailed to EPA New England, **postmarked no later than July 23, 2001.**

The completed application must be sent to: **U.S. Environmental Protection Agency, New England, Grants Management Office (MGM), Office of Administration and Resource Management, 1 Congress Street, Suite 1100, Boston, Massachusetts, 02114-2023.**

## VI. The Proposal Narrative

The full proposal narrative should describe your organization and the proposed project, answering as many

of the following questions as possible. It may **not** be longer than five pages of text; these five pages may be on either single-sided or double-sided sheets of paper. Proposal narratives shorter than five pages are acceptable. Please use the same question headings that are written in **bold** to organize your written proposal. Your proposal should answer the questions outlined below and be responsive to the application guidelines. Review of grants will be based on their satisfaction of the grant criteria detailed in Section VII titled: **“Criteria Used to Evaluate an Application”**.

## **The Organization**

Who are you?  
When were you organized?  
What are the issues you are addressing?  
What are your goals?  
What have you accomplished in pursuit of these goals?  
How does the project you are proposing fit into your organization's mission and other efforts?  
Why are you the right group to do the work you are proposing?

## **The Project**

Describe your project goals and objectives.  
Describe the partner(s) that will share this project.  
Describe the level of involvement your partner(s) will have in this project.

## **Pesticide Program, Agricultural Initiative Project Schedule- Implementation**

Please complete the Project Schedule form in attachment C.

## **Program Evaluation**

What level/type of evaluation will be incorporated into your project? EPA is interested in method(s) or process(es) which provide data to assess the effectiveness of your project. The method for collecting or tracking your data will depend on the specifics of your project. Results of the program evaluation are important because the data will assist the agricultural community in fulfilling the requirements of the FQPA.

How will you evaluate your work?  
How will you determine if your objectives are being met?  
How will you document that this project has been effective?  
[It is understood that some measurable objectives require cooperation of other parties or may require a longer period than the grant cycle. You should outline measures that show how you are working to influence partners and where you expect to be by the end of the grant cycle.]  
How will you keep track of the people who have received your information or technical assistance?  
  
Will you contact those you've worked with to see if your assistance has made a difference?

## **Budget**

Even though a proposal may involve an eligible applicant, eligible activity, and eligible purpose, grant funds may not pay for all of the costs which the recipient might incur in the course of carrying out the project.

Allowable costs are determined by reference to EPA regional policies cited below and to OMB Circulars A-122, "Cost Principles for Non-profit Organizations," and A-21 "Cost Principles for Education Institutions," and A-87 "Cost Principles for State, Local, and Indian Tribal Governments." Generally, allowable costs include salaries, equipment, supplies, travel to meetings, training, rental of office space, etc., as long as these are "necessary and reasonable." Entertainment costs and food are examples of unallowable costs.

What are the project expenses for the period for which you are requesting funding by budget category? (see attachment B)

Have you budgeted funds to cover project evaluation?

Define expenses related to the evaluation (staff time devoted to surveying or analysis should be specified .)

Amount of funding needed from the Pesticide Program, Agriculture Initiative Grant?

What is the source for remaining funds for the project? Please include both received and anticipated funds.

How will you continue work after the grant period?

What resources have you identified for further work?

## **VII. Criteria Used to Evaluate an Application**

The goal of the Pesticide Program, Agricultural Initiative is to reduce the risks of agricultural pesticides. Specifically, these projects should demonstrate and facilitate how growers can the adopt farm management decisions and practices that offer transition methods away from the highest risk pesticides. The proposed project must meet the statute requirements under the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) and help to implement the Food Quality Protection Act (FQPA).

In making selections, factors including: agricultural commodity, pesticide product class and environmental risk, costs, commitment and resources leveraged through project partners (i.e. matching resources, if any), and project transferability or replicability may be considered. Proposals will also be evaluated against the four selection criteria outlined below.

### **CRITERION ONE: Reducing Risk of Agricultural Pesticides (35 points)**

Extent to which the proposed program results in reducing risk of agricultural pesticides; provides growers with innovative tools, techniques, information, and management practices that transition away from the highest risk pesticides.

- Alternatives to high risk pesticides, for example: organophosphates, carbamates.
- Creates strategies to reduce agricultural pesticide use.
- Developments from project have widespread applicability to New England agricultural community.

### **CRITERION TWO: Measurable Results and Project Evaluation (30 points)**

This section of the proposal should seek to measure both quantitative and qualitative results.

- How will results be measured and used to demonstrate project goals have been met?
- How will the completion of tasks be measured?
- What are your plans to share your acquired experience with the agricultural community?

### **CRITERION THREE: Partnerships (15 points)**

Extent of partner participation in the development and management of the project. The project should demonstrate specific ways to engage agricultural partners in actively addressing project goals. Commitment letters from project partners will be reviewed as part of the evaluation process.

Please consider the following questions:

- How do your partners represent the agricultural community who have an interest in or will be affected by the project?



- What methods will be used for agricultural community involvement to assure that **all** affected by the project are provided an opportunity to participate?
- If applicable, under what specific legal and regulatory authority - local, state, or Tribal - will the proposal be implemented?
- What tasks will your partners be responsible for as part of your proposal?
- What commitments have they made to ensure the project's success (i.e. staff time, in-kind resources, or any matching funding)?

**CRITERION FOUR: Demonstrate Potential for Long Term Sustainability  
and Transferability  
(20 points)**

- How can project serve to guide other producers?
- How can project transfer knowledge to other commodities?
- Can the outcome of this project be utilized in the average New England agricultural operation?

**VIII. Project Period & Reporting Requirement**

Activities must be completed and funds spent within the time frame specified in the grant award. However, as stated, we will consider project periods of up to twenty-four months in duration. Project start date will depend on the grant award date.

All recipients must submit quarterly reports and final report for EPA Project Officer approval. Specific report requirements (e.g., Final Technical Report and Financial Status Report) will be described in the award agreement. EPA will collect, evaluate and disseminate grantee's final reports to serve as model programs.

**IX. Expected Time-Frame For Reviewing and Awarding Grants**

<b>June 1, 2001</b>	Pesticide Program, Agricultural Initiative Grant Application Guidance released and Project Summary Proposal invitation letters sent.
<b>June 3, 2001 to June 15, 2001</b>	Eligible grant recipients develop and complete One Page Project Summary Proposals.
<b>June 11, 2001</b>	Pesticide Program, Agricultural Initiative Grant Information Session via conference call. The conference call is open to any interested applicant to review criteria and answer questions. See last page for more information on conference calls.
<b>June 15, 2001</b>	Project Summary Proposal must be postmarked by this date and mailed to EPA New England.
<b>June 16, 2001 to June 23, 2001</b>	Project Summary Proposals are reviewed and evaluated.

**June 25, 2001**

Selected finalists will be notified via telephone and letter and invited to submit a full proposal. The EPA New England Application Kit, including "Application for Federal Assistance (SF # 424)" will be sent to the selected finalists. Letters will also be sent to all applicants notifying them of the status of their one page summary proposal.

**June 25, 2001  
to July 22, 2001**

Finalists develop and complete their full applications. Full applications must be postmarked by July 22<sup>nd</sup>, 2001.

**July 22, 2001 to  
July 30, 2001**

Full Applications are reviewed and evaluated.

**July 31, 2001**

Applicants will be contacted by EPA if their application is being considered for funding. Some applicants may be asked to make revisions to their proposed project work plans. Finalists from Maine, Rhode Island, and Vermont will need to apply to their State Clearinghouse for a 30 day Intergovernmental Clearinghouse review process.

**August - September 2001**

EPA expects to formally announce 2001 Pesticide Program, Agricultural Initiative Grant recipients.

**Attachment B**

***Pesticide Program, Agricultural Initiative Grant  
Project Summary (one page)***

**I. APPLICANT INFORMATION**

Project Title:	Organization Name:
Address:	City/State/Zip:
Project Contact Name(s):	
Telephone/Fax	Email Address:

**II. SUMMARY BUDGET & PROJECT PARTNER INFORMATION**

Dollar Amount Requested from EPA  
Dollar Amount of Matching Funds (if any)  
Dollar Amount of Total Project Budget (EPA + match, if any)  
Match As Percentage of Total Budget (if any)  
List of Organizations Partnering On The Project

**III. PROJECT SUMMARY INFORMATION**

**A. Briefly Summarize The Proposed Project:**

(Describe your project, why your organization & partners are appropriate for this work, the agricultural community the project will serve, and the expected environmental and/ or public health benefits.)

**B. How Will The Pesticide Program, Agricultural Initiative Grant Issue(s) and Priorities Be Addressed?:**

(i.e., pesticide alternatives or pesticide reduction)

**Attachment C*****Pesticide Program, Agricultural Initiative Grant-Project Schedule******Organization Name:******Project Title:***

<b><i>Project Deliverables</i></b>	<b><i>Contact Person (per Task)</i></b>	<b><i>Time (Month, Year)</i></b>	<b><i>Deliverables</i></b>
Objective # 1:			
1. Tasks Required	Key Contact	Oct - Nov, 2001	1. Deliverable
2. Tasks Required - Subtasks	Key Contact	Dec 2001	2. Deliverable
Objective # 2			
1. Tasks Required	Key Contact	Jan 2002	1. Deliverable
2. Tasks Required	Key Contact	Feb - Mar 2002	2. Deliverable
3. Tasks Required	Key Contact	April 2002	3. Deliverable
Objective #3			
1. Tasks Required -Subtasks	Key Contact	May-June 2002	1. Deliverable 2. Deliverable
2. Tasks Required - Subtasks	Key Contact	July-Sept 2002	3. Deliverable 4. Deliverable
Objective #4			
1. Tasks Required	Key Contact	Sept 2002	1. Deliverable

**Attachment D****SAMPLE BUDGET DETAIL**

<u>Expenditures</u>	<u>Total Project Budget</u> <u>(Cash or in kind,</u>	<u>Amount from Other Resources</u> <u>Agriculture Initiative Grant</u>	<u>if any)</u>
<i>1. Personnel</i>			
0.5 FTE Agricultural Field Worker @ \$10.00/hr	\$ 4,400.00	\$4,400.00	
0.2 FTE Project Coordinator @ \$12.00/hr	2,400.00	2,400.00	
0.2 FTE Office Staff @ \$7.00/hr	<u>1,200.00</u>	<u>1,200.00</u>	
	8,000.00	8,000.00	
<i>2. Fringe Benefits at 17%</i>			
0.5 FTE* Agricultural Field Worker @ \$10.00/hr	\$ 748.00	\$ 748.00	
0.2 FTE Project Coordinator @ \$12.00/hr	408.00	408.00	
0.2 FTE Office Staff @ \$7.00/hr	<u>204.00</u>	<u>204.00</u>	
	1,360.00	1,360.00	
<i>3. Travel</i>			
Local Travel @ \$0.26/mile	\$ 800.00	\$ 800.00	
<i>4. Equipment **</i>			
Digital Camera and Video Camera Rental	\$2,100.00		\$2,100.00
Typewriter/PC	<u>800.00</u>	\$ 800.00	
	2,900.00		
<i>5. Supplies</i>			
Paper	\$ 250.00	\$ 250.00	
Pencils/Pens	100.00		\$ 100.00
Folders	<u>150.00</u>		<u>150.00</u>
	500.00		250.00
<i>6. Other</i>			
Printing	\$ 750.00	\$ 500.00	\$ 250.00
Postage	900.00		900.00
Telephone	<u>630.00</u>	<u>630.00</u>	
	2,280.00	1,130.00	1,150.00
<i>7. Contractual ***</i>			
XYZ Research/Evaluation Company	\$2,360.00	\$2,360.00	
ABC Engineering Company	<u>1,800.00</u>	<u>900.00</u>	900.00
	4,160.00	3,260.00	
<b>Total</b>	\$20,000.00	\$15,600.00	\$4,500.00

\* FTE - Full Time Employee

\*\* Equipment must be for this project and carefully justified in the budget narrative.

\*\*\* Specify in budget narrative how contractual funds will be used.

## **Attachment E**

### **Check List of Required Materials:**

\_\_\_\_\_ Completed Application Form (first page)

\_\_\_\_\_ Project Summary (one page)

\_\_\_\_\_ Project Proposal which includes the proposal narrative, program evaluation and budget narrative (no more than five pages).

\_\_\_\_\_ Pesticide Program, Agricultural Initiative Grant Project Schedule

\_\_\_\_\_ Budget Detail

\_\_\_\_\_ Proof of non-profit or not-for-profit status.

\_\_\_\_\_ Letters of commitment from project partners. Letters must specify the nature and match (if any) and must commit the organization's availability to the project.

\_\_\_\_\_ Up to three (3) resumes for key project staff. Resumes must be one page in length.

## **2001 Pesticide Program, Agricultural Initiative Grant Information Sessions**

The U.S. EPA New England will sponsor a telephone Information Session to provide applicants assistance with the grant application process. The conference call is an opportunity to get more information about the Pesticide Program, Agricultural Grant Initiative and the grant application process. Participation is optional.

**The conference call will be held on:  
Monday, June 11, 2:00 - 3:00 p.m.**

To pre-register for the conference call, please forward your completed registration form to: **Andrea Szylvian, U.S. EPA New England, One Congress Street, Suite 1100 (CPT), Boston, MA 02114-2023.** You may fax your application to (617) 918-2064. Instructions will be sent to you once your registration form is received. **The pre-registration deadline is Thursday, June 7, 2001.** If you have questions or concerns please contact Andrea Szylvian at (617) 918-1198.

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### ***Pesticide Program, Agricultural Initiative Grant Information Session - Registration Form***

Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email address: \_\_\_\_\_